

# CITY TREASURER

## MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

## DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Redevelopment Agency, the Youth Endowment Services (YES) Fund, the Parking Authority and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Redevelopment Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

## CHANGES FROM PRIOR YEAR

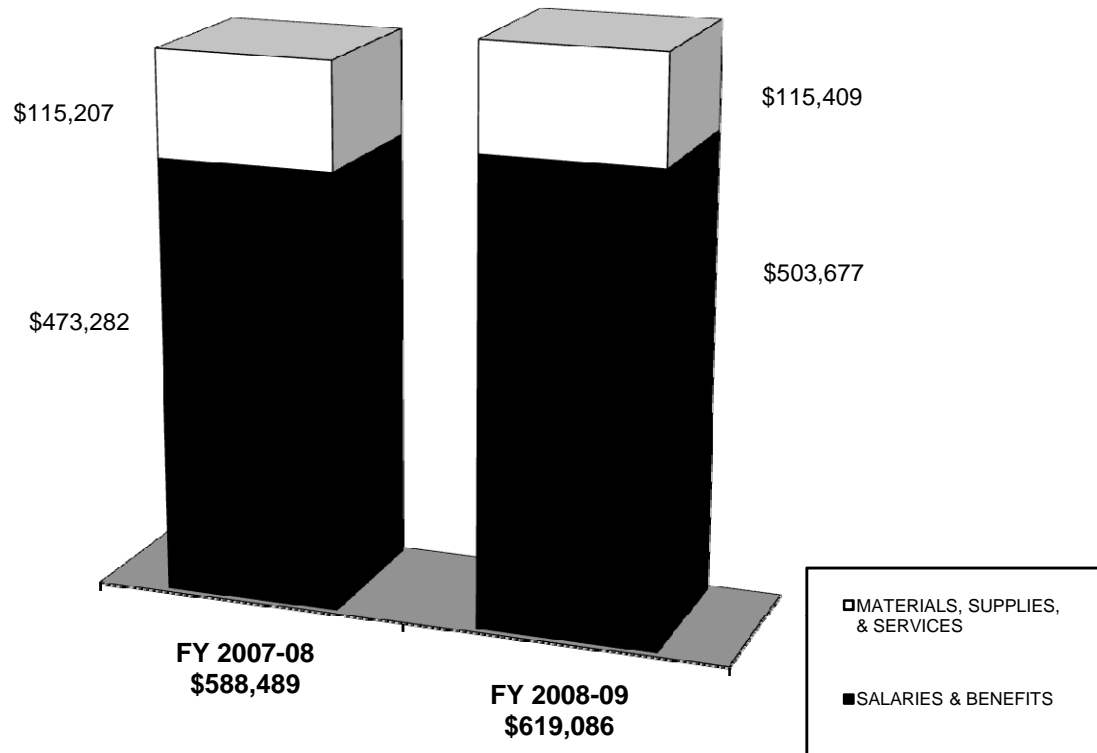
There are no discretionary changes for this year.

## DEPARTMENT SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
Salaries & Benefits	\$ 456,046	\$ 473,282	\$ 503,677	\$ 30,395
Materials, Supplies, Services	86,579	115,207	115,409	202
<b>TOTAL</b>	<b>\$ 542,625</b>	<b>\$ 588,489</b>	<b>\$ 619,086</b>	<b>\$ 30,597</b>

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## *Department Summary*




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### **2007-08 WORK PROGRAM HIGHLIGHTS**

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- Average monthly investment portfolio yield for FY 2007-08 projected to be 4.75% was slightly lower at 4.70%.
- This past year additional divisions started accepting business and service payments over the internet with increased volume in credit card payments.

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### **2008-09 WORK PROGRAM GOALS**

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- The goal for fiscal year end (6/30/09) is to average a monthly investment portfolio yield between 4.00% - 4.25% with continued emphasis on safety and liquidity.
- During this fiscal year, some departments are implementing new business software products that may result in additional electronic payment options that the City Treasurer's office will help implement.

# CITY TREASURER

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 328,075	\$ 338,239	\$ 354,223	\$ 15,984
60012	Fringe Benefits	126,471	133,543	147,954	14,411
60022	Car Allowance	1,500	1,500	1,500	
		<b>456,046</b>	<b>473,282</b>	<b>503,677</b>	<b>30,395</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 12,302	\$ 13,500	\$ 13,500	
62300	Special Departmental Supplies	2,501	3,750	3,750	
62310	Office Supplies	1,181	1,665	1,665	
62420	Books & Periodicals	324	325	325	
62440	Office Equip Maint Repair	221	1,500	1,500	
62455	Equipment Rental	894	900	900	
62700	Memberships & Dues	440	440	440	
62710	Travel	607	2,500	2,500	
62755	Training		725	725	
62895	Miscellaneous	1,063	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	6,418	6,418	6,418	
62470	F533 Office Equip Rental	612	612		(612)
62485	F535 Comm Equip Rental	2,443	2,676	2,698	22
62496	F537 Computer Equip Rental	8,934	8,021	8,813	792
62830	Bank Service Charges	48,639	71,000	71,000	
		<b>86,579</b>	<b>115,207</b>	<b>115,409</b>	<b>202</b>
<b>PROGRAM TOTAL</b>		<b>\$ 542,625</b>	<b>\$ 588,489</b>	<b>\$ 619,086</b>	<b>\$ 30,597</b>

***CITY TREASURER***  
**AUTHORIZED POSITIONS**

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CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
CASHIER	0.000	0.000	0.000	
INTERMEDIATE CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 <b>TOTAL STAFF YEARS</b>	 5.000 (5)	 5.000 (5)	 5.000 (5)	